

## **BY-LAWS AND CODE OF REGULATIONS**

**OF**

**SYLVANIA YOUTH HOCKEY, INC.**

### **ARTICLE I – NAME**

The name of this organization shall be Sylvania Youth Hockey, Inc. (“SYHI”).

### **ARTICLE II – PURPOSE AND POLICY**

#### **Section 1: Purpose**

SYHI is organized for charitable purposes consistent with Section 501(c)(3) of the Internal Revenue Code to encourage participation in ice hockey, to promote interest and instruction in the game of ice hockey to area youth at appropriate levels who are deemed qualified through player evaluations to safely participate (travel hockey) or who have demonstrated an interest in participating in the sport of ice hockey (house/rec hockey). Activities conducted by this Association will be in accordance with USA Hockey.

#### **Section 2: Policy**

- a. SYHI shall abide by all applicable federal, state and local laws.
- b. SYHI shall not support or oppose any political party or any candidate.
- c. SYHI shall be affiliated with USA Hockey or its successor and shall maintain its affiliate agreement, a copy of which is recorded with the Secretary.
- d. Commitments made to other hockey organizations and agencies which bind SYHI must be made with the approval of the Board of Directors.

### **ARTICLE III – MEMBERSHIP**

#### **Section 1: Eligibility/Classes of Membership**

Participation in the activities of the SYHI is by membership only. Membership activities, their rights, responsibilities, and authority are defined in the following sections of this Article. There are three (3) classes of membership: Youth, Active and Associate.

- a. The “Youth” member may not hold office, may not attend or have a voice in meetings and may not have voting privileges.

- b. SYHI is open to all youths currently living in the area and those currently active in the program. The SYHI Board of Directors reserves the right to refuse participation in order to protect the rights, privileges and opportunities for current or long-standing youth members.
- c. The “Active” or voting member shall be any person eighteen (18) years of age or older who subscribes to the charitable purpose and policies of the Association and are either a parent of a youth in the program, or serve in a Board appointed position in the organization, as a travel team head coach, or house head coach. In addition, an active member must be current in any and all financial obligations to the Association.
- d. The “Associate” member shall be those people who, with the approval of the Executive Board may contribute to the program. They hold no voting privileges.

## **Section 2: Term of Membership**

The term of membership shall be one (1) year, beginning August 1, or on the date the new member joins the program. Attendance requirements also begin each new term.

## **Section 3: Obligations of Membership**

Members are encouraged to attend all regular monthly board and annual meetings of the association and carry out faithfully any obligations that they undertake in connection with any particular Association activity.

## **Section 4: Voting Rights**

The right of voting at regular monthly board and annual meetings is restricted to active members who meet the attendance requirements as of that meeting. All members with less than fifty (50) percent attendance requirements are allowed only a voice at that meeting. Voting rights of the membership shall be restricted to voting for new Board of Directors elections.

## **Section 5: Inactive Membership**

Members who fail to meet the fifty (50) percent attendance requirements will be considered inactive and ineligible to vote at regular monthly board and annual meetings. Active status is automatically restored, whenever the member’s attendance reaches fifty (50) percent or better.

## **Section 6: Registration Rules**

A player’s parent or guardian must sign the annual application form before a player is eligible to participate in any SYHI activities. Any player or parent who willfully gives false information regarding application to any SYHI team may be subject to immediate suspension for up to one year. Additionally, a player must be properly registered with USA Hockey prior to participating in any SYHI activity.

All persons making application to SYHI on behalf of any youth shall present to the appropriate person before a player is placed on a team the following:

- a. Proof of address listed prior and current season;
- b. Proof of age;
- c. Signed SYHI Parent's Code of Conduct and Grievance Procedure Form.

Any member who fails to pay registration fees by the set due date shall be immediately suspended until fees are paid. Said due date shall be established by the Board of Directors and stated on the registration application or on periodic billings. SYHI may charge a reasonable fee to process any returned check.

Any non-health related request for a refund of registration fees must be submitted to the SYHI Board prior to the start of the pre-season period. All refunds will be prorated from the start of the practice season and shall include a minimum payment by the family/player of one-third (1/3) of the player registration fees to cover ice and administration fees.

A prorated refund of registration fees after the start of the Pre-Season period may be granted only for serious or debilitating injury or illness. Any claim for refund must be presented to the Board in writing and must be accompanied by a physician's statement of restriction.

No player under suspension for non-payment of fees may participate in practices or in games.

The Board may institute additional fees to address past, present or future costs, expenses or other liabilities of SYHI.

## **ARTICLE IV – THE BOARD OF DIRECTORS**

### **Section 1: Directors**

- a. A Board of five (5) directors will manage the general affairs of SYHI. Each director must be a member in good standing of SYHI. Directors of SYHI shall be a President, Vice President, Director of Marketing and Registration, Treasurer and Secretary.
  - b. The Board of Directors shall have general charge and control of the affairs, funds, assets and personal property of the corporation. Accordingly, the Board shall determine the type, number and variety of services offered to members as well as fees applicable therefor.
1. President - The duties of the President are to:
    - a. Preside at all meetings of the Board of Directors;
    - b. Appoint all committees unless otherwise directed;
    - c. Be an ex-officio member of all committees;
    - d. Sign the records thereof, and to perform such duties as usually pertain to this office.
    - e. In the event the Board of Directors creates a position known as Hockey Director, the President may delegate to such Hockey Director so much of said general supervision as the President may deem expedient.
  2. Vice President - The Vice President shall perform all the duties of the President in case of the absence, death or disability of the president. The Vice President shall also act as parliamentarian at all Board meetings.

3. Secretary - The Secretary shall keep minutes of all proceedings of the Board of this corporation and make a proper record of the same, which shall be attested by her or him, and general shall perform such duties as may be required by the Board. The Secretary shall conduct the Board meetings in the absence of the President and Vice President.
  4. Treasurer - To review and report on the monthly financials, monitor investment decisions and funds; and, to perform other duties incidental to this office as directed by the Board. The Treasurer shall conduct the Board meeting in the absence of the President, Vice President and Secretary.
  5. Director of Marketing and Registration - Duties shall include the managing of external communications to include marketing, advertising, managing registration of all SYHI programs, establish and maintain an accurate and up-to-date roster of the members and coaches of SYHI, complete the USA Hockey Team registration form for each SYHI team, and to perform any other duties as directed by the Board.
- c. Term. Each elected director shall hold office for three years. To ensure that changes in board members to the positions are staggered in the future-
    - i. The Treasurer shall be elected in 2017, and then in 2020, 2023, etc.
    - ii. The Vice President and Director of Marketing shall be elected in 2018, and then in 2021, 2024, etc.
    - iii. The President and Secretary shall be elected in 2019, and then 2022, 2025, etc.
  - d. Election. Nominations to the Board will be accepted at the April and May membership meetings. All nominees shall be members in good standing and shall have been members of SYHI for one (1) hockey season prior to being nominated for office. The general election of the Board shall take place at the general membership meeting in May.
  - e. Removal. Any Director serving on the Board of Directors of this corporation may be removed by the Executive Board. Such removal, to be effective, must be accomplished by a Resolution by said Executive Board and with a certified copy of said Resolution served on the President of the members of this corporation.
  - f. Meetings
    1. There shall be regular meetings of the Board of Directors as determined by the Board. All meetings of the Board of Directors, whether regular or special, shall be open to the public; provided, however the Directors may hold an executive session if a majority of a quorum of the Directors so determines, by a roll call vote, to hold such a session at regular or special meetings for the sole purpose of the consideration of the following matters: personnel matters; purchase, lease or sale of property; pending or eminent litigation or court action; collective bargaining issues; matters required to be kept confidential by federal or state law or rules; specialized details of security arrangements where disclosure might reveal information that could be used for the purposes of

committing a violation of the law or avoiding prosecution therefore; or any other appropriate reason.

2. Special meetings of the Board of Directors may be called by the President, or upon written request of four (4) members of the Board. In either case, notice of at least two (2) days and a statement of the purpose of the meeting shall be supplied to each member. Notice may be sent by e-mail or text message.
3. The Board shall hold a meeting in June, after the Directors have been elected for the ensuing year at which time:
  - a. Any officers shall be elected for any vacancy or expired term.
  - b. The Hockey Director shall be ordered to submit an annual report to the Board of Directors within 120 days after the end of each fiscal year.
- g. Quorum: A majority of the members of the board of Directors shall constitute a quorum. No business shall be conducted unless a quorum is present.
- h. Voting by Directors: Each individual Director that is a voting member of the corporation shall be entitled to one vote on each matter voted upon. Voting may be done by the individual Director or by proxy. Voting may be done in person or by proxy, e-mail, or text message, if such communication appears to have been transmitted by such Director.
- i. Proxies: Any Director who is entitled to attend a Board of Directors meeting to vote at that time or to execute consents, waivers or releases, may be represented at such meeting or vote at that time, and execute consents, waivers and releases and exercise any of his other rights, by proxy or proxies, appointed by a writing signed by such person, which need not be sealed, witnessed or acknowledged.

An e-mail, or text message appearing to have been transmitted by such person or a photographic, photostatic or equivalent reproduction or a writing appointing a proxy shall be a sufficient writing.

No appointment of a proxy shall be valid after the expiration of eleven (11) months after it is made unless the writing specified the date on which it is to expire or the length of time it is to continue in force.

#### **ARTICLE V – THE EXECUTIVE BOARD**

The Executive Board will be all members of the Sylvania Tam-O-Shanter Sports, Inc.'s Board of Trustees and they shall have final approval and oversight of all Sylvania Youth Hockey, Inc.'s activities. The Board of Directors of SYHI shall report to the Executive Board and prepare reports and financial information as requested by the Executive Board.

## **ARTICLE VI – ASSETS/FINANCE**

### **Section 1: Cash Accounts**

SYHI shall maintain a checking account through which all deposit and payment will be maintained. A monthly reconciliation of the account will be provided to the Treasurer.

### **Section 2: Ownership of Assets**

This being a non-profit corporation, the ownership of assets rests with the current membership. In the event of dissolution of the group, or suspension of its function, disposition of all net assets shall be decided by 2/3 vote of the entire voting membership, but in any event, assets shall be distributed for one or more purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of the Court of Common Pleas of the county which the principal office of the corporation is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **Section 3: Fiscal Period**

The fiscal period shall be one (1) year beginning on August 1 and ending on July 31.

### **Section 4: Financial Considerations**

1. Accounts. The books and accounts of the corporation shall be kept in accordance with generally accepted accounting principles and shall be reviewed on a regular basis by the board.
2. Budgets. The Board of Directors shall approve annual operating budgets as presented by the Hockey Director. Said budget shall be submitted to the members and the Board of Trustees of Sylvania Tam-O-Shanter Sports, Inc. prior to the commencement of each fiscal year to be approved, or modified and approved, by the Board of Directors of this corporation.
3. Remuneration. No monies, assets or other consideration will, at any time, inure to the benefit of the members, Directors or officers of the corporation unless the Executive Board of Directors has first authorized same.

### **Section 5: Audit**

An annual internal audit shall be made by an outside accounting firm, appointed by the Executive Board in March, who shall not be members of the Executive Board. They shall be provided free and convenient access to all Association records, assets and other information and, if called upon, shall make an appropriate statement at the annual meeting.

## **Section 6: Member Financial Considerations**

All travel team payments are due no later than by January 1 of each year. The Board of Directors will consider special financial situations on an individual basis. There shall be a nominal late fee charged for all late payments. This fee will be determined by the Board of Directors each year. All income realized from such fees will go into the General Fund. Any travel team that qualifies and wins entry into a National Championship at their respective level will be eligible for financial consideration by the Board of Directors.

## **ARTICLE VII - COMMITTEES**

As deemed necessary by the Board President or Board a committee may be appointed and established by the President to fulfill needs as they arise.

## **ARTICLE VIII – TEAMS**

### **Section 1: Team Organization**

#### **a. Head Coach**

The head coach is responsible for the team's activities, staying within the framework of the by-laws of the Association as determined by the Board. The coach may not enter additional league tournaments or incur additional expenses without the approval of the Board. He will be responsible to follow all USA Hockey rules and regulations. The head coach must attend ninety (90) percent of the team's games and practices to remain in good standing. Failure to comply with this attendance requirement may result in disciplinary action. Coaches are responsible for maintaining the appropriate coaching certifications for their respective age group as required by USA Hockey.

#### **Assistant Coach**

The assistant coach, if assigned to a team, shall work under the direction of the Head Coach and fill in as the head of the team when the Head Coach cannot be present. He will be responsible to follow all USA Hockey rules and regulations. Assistant Coaches are responsible for maintaining the appropriate coaching certifications for their respective age group as required by USA Hockey.

#### **b. Team Manager**

The team manager, if assigned to a team, will be responsible for all the administration of the team including keeping of ice records, team registration, collection of ice payments, team jerseys, and assisting in publicity functions for the team.

#### **c. The head coach, assistant coach or team manager from each team must attend all coaching meetings. In addition, it will be the responsibility of the head coach to**

ensure a representative from his/her team is present at any coaching meeting held during the current season in the event he/she is unable to attend.

## **Section 2: Team Rosters**

- a. Each team shall consist of at least ten (10) skaters but no more than eighteen (18) skaters and two (2) goaltenders provided there are a sufficient number of players available. The coaching staff's appraisal of the ability of players to compete at each level will determine the roster size. At any time should a team become short a sufficient number of players (10), then all teams at that level will be reworked based on player evaluation to even out the team numbers on all teams at that level. No team within a particular level will go without a goaltender while another team at the same level has two (2) goaltenders. Each goaltender will be placed on a team based on player evaluation. The player forms provided by USA Hockey will be completed for each team. This form will be the official roster for a team. Exceptions to the number of players are to be decided by the Board.
- b. There will be no additions or deletions to travel team rosters without Board approval.
- c. Unregistered, non-rostered players will not be allowed to participate in games, scrimmages, or practices under any circumstances.
- d. The Board must be notified and must approve before a player from a lower level team who, when skating for a higher-level team, approaches the number of games which could create a roster change.
- e. Player registrations will be accepted up to July 15 for all travel team rosters. A player who registers after the cut-off date for a travel level team must obtain approval of the Board in order to be placed on a team roster. The Hockey Director in cooperation with the Board of Directors, and head coach shall determine the suitability of adding a player to a respective level and/or team.
- f. When a player shortage occurs the replacement player will be determined by the lower level coach. When movement occurs between age groups, players should first come from second year players on SYHI travel teams.

## **Section 3: Playing Rules**

- a. All players should play at their proper age level as specified by USA Hockey rules.
- b. Any player on a SYHI team cannot play for any additional non-certified or approved team without the Board's approval. Any player failing to comply with the rules as stated will be subject to suspension from his or her team for a period of time specified by the Board. If a



player skates for a team from an outside program, the player is obligated to attend all SYHI games and practices in the event of conflicting schedules.

- c. For House/Rec, all players on a team will receive equal playing time as is reasonably possible. This ruling will be in effect for all games, including playoffs, state tournaments, and other tournaments. For tournament games, goalies must be played subject to USA Hockey rules. Players not conforming to team rules may lose playing time as administered by the head coach.
  
- d. Players may be suspended for disciplinary reasons or for failure to pay past due ice charges. Additionally, players may be suspended for behavior of parents/guardians deemed detrimental to SYHI.
  
- e. Any coach or the Board of Directors suspending a player must submit, in writing within three (3) days to the Hockey Office, the reason for the suspension and the length of the suspension. His information must be forwarded to the individual in charge of the respective level. A copy of the letter must also be sent to the parents or guardians. Suspension of a player because of parent/guardian behavior will be submitted in writing. In either case, the parents may request a review by the Grievance Committee.
  
- f. Referees for all non-scheduled, scrimmage, exhibition or makeup games must be obtained by contacting the referee scheduler or the league affiliated with the originally scheduled game. In all cases, certified officials must be used.
  
- g. Any Active member who compromises the safety or well-being of any youth hockey player, or knowingly engages in actions that are deemed to be detrimental to the coaching staff or any part of the SYHI organization, may be subject to disciplinary action and/or dismissal from the program per the Board of Directors.
  
- h. Any player or coach receiving a suspension from USA Hockey may be subject to additional discipline from SYHI. This additional discipline can take the form of a suspension of "equal duration" subject to being reviewed by the SYHI board. For example, if a player or coach incurs a one-game suspension for actions during a league game the offending player or coach will also be required to sit out an additional game as required by these by-laws. This requirement applies to – but is not limited to – suspensions levied by the team's affiliated league, USA Hockey. The Board of Directors will have the authority to increase and/or adjust the program's disciplinary requirements – including length of suspension- on a case by case basis as they deem necessary.

In addition, any player who is suspended for disciplinary reasons for a third time within the same season will automatically be dismissed from the program for the remainder of the current

season. This will include suspensions issued by a coach and/or the Board of Directors. The Board of Directors reserves the right to extend any dismissal incurred under the guidelines of this article into the following season, if necessary. In addition, any player who is dismissed from the program under the guidelines of this article must apply for reinstatement with the program. This request must be submitted in writing and must be reviewed and approved by Board of Directors before the applicant will be allowed to rejoin the program. All player fees must be current before request will be considered.

#### Section 4: Safety

- a. Hockey Equipment Certification Council (H.E.C.C) certified helmets with straps and facemasks shall be worn at all times while on the bench and on the ice.
- b. Players on all levels are required to use mouth guards.
- c. No player or coach will be allowed on the ice while resurfacing is going on.
- d. Players on all levels are strongly encouraged to use neck guards.
- e. All players participating in any SYHI activity must be fully equipped before on-ice participation will be allowed. At no time will any player be allowed any on-ice participation, with the player's assigned team and/or other SYHI team, without full hockey gear. Full hockey gear includes, but is not limited to, helmet with facemask, mouthpiece, shoulder and elbow pads, protective cups, hockey pants and shin guards, hockey gloves and skates. This requirement includes all ice surfaces available at the location of the practice or the activity.
- f. All coaches must wear a H.E.C.C helmet during practices.

#### Section 5: Team Selection

- a. Player evaluations will be held in the spring (following the conclusion of USAH National Championships) for all teams.
- b. Player evaluations will consist of a combination of drills and scrimmages to evaluate player's skills.
- c. Player evaluations for positions on travel teams will be open to players from lower age groups by Board approval only, with selections based on their ability to perform at the higher level.
- d. No team selections will be announced until reviewed and approved by the Hockey Office. At such time the result shall be posted.
- e. At the conclusion of the player evaluations, all evaluators will meet to make the final selections which will be submitted to the Hockey Office for review no later than 24 hours after the conclusion of the last tryout.
- f. Evaluators will make their evaluations on a record provided by SYHI based only on the player's assigned numbers. No evaluator shall have a list of corresponding names. All evaluation records must be turned in to the representative indicated by the Board at the conclusion of each tryout hour.
- g. Every attempt shall be made to provide independent evaluations conducted by evaluators outside the organization.
- h. Players shall be selected by their skill and demeanor and no player will be guaranteed a position on a team regardless if a player were on said team in the preceding year.
- i. In the event of any error, paperwork or administrative, made by the board regarding the process of team selections no player will be penalized because of this mistake. Players will return to their previous level if age appropriate.

- j. In order to be eligible for participation in the program each player and parent (or legal guardian) must complete and submit, by the first team activity, all the forms and materials required by the Board for participation in the program. These requirements will also apply to all players and parents (or legal guardians) who may request admission to the program at any point during the current season. Failure to comply with these requirements will result in the affected player and parent (or legal guardian) being declared ineligible to participate in any SYHI activity. A player/parent can be fully reinstated at any time, with all the rights and privileges or membership in the program, upon submittal of the required forms and with Board approval.

#### **ARTICLE IX– AMENDMENTS**

The By-laws may be altered, amended or repealed at any regular meeting of the Board, provided that notice in writing of the proposed change shall have been given each Director at least five (5) days before such meeting. A majority vote of at least 75% of the Board members shall be necessary for such alternation, amendment or appeal.

#### **ARTICLE X – GRIEVANCE COMMITTEE**

The Grievance Committee will be made up of the Vice-President, who will chair the committee, the Secretary, and the Director of Marketing. A grievant (the person initiating the grievance) will adhere to the following steps when processing a grievance for arbitration:

- a. Discuss the grievance with the head coach, if unsatisfied with the coach’s decision, then
- b. Provide the grievance in writing to the Hockey Office located within the Tam-O-Shanter facility. If the Hockey Office is unsure of the appropriate course of action, or the grievant is unsatisfied with the decision, then either party can
- c. Discuss the written grievance with the Grievance Committee. The Grievance Committee will then
- d. Recommend action to the Board of Directors or request that the Board of Directors make a decision in the grievance matter.
- e. If an action has been recommended to the Board of Directors, and the Board of Directors acts upon that grievance, or if the Board of Directors makes its own decision, then that decision must be placed in writing and distributed to both the grievant and the person who the grievance was leveled on.
- f. Any written grievances and written decisions provided by the Board of Directors must be kept for a period of five (5) years.

Every attempt must be made to address the grievance and the resulting arbitration process in a timely fashion.

#### **ARTICLE XI – INDEMNIFICATION**

##### **Section 1. Indemnification**

The corporation shall maintain in effect at all times Directors liability insurance. The corporation may indemnify and defend any Director for expenses and attorney’s fees, judgments or amounts paid in settlement in connection with the defense of civil, criminal or administrative actions to which such Director is a party by reason of being such Director and which are not covered by the Director liability insurance. Any criminal action must be dismissed or result in an acquittal or finding of not guilty as to such Director. The Board of Directors retains the right to hire counsel or approve counsel to defend or otherwise represent such Director.

**ARTICLE IIX – PARLIAMENTARY AUTHORITY**

Section 1. Parliamentary Authority:

Robert’s Rules of Order Revised shall govern the transaction of the business of this Board.

The Amended and restated By-laws and code of regulations of Sylvania Youth Hockey, Inc. of

The Ratified and confirmed on \_\_\_\_\_, 2017.

IN WITNESS WHEREOF, we have hereunto subscribed our names this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_